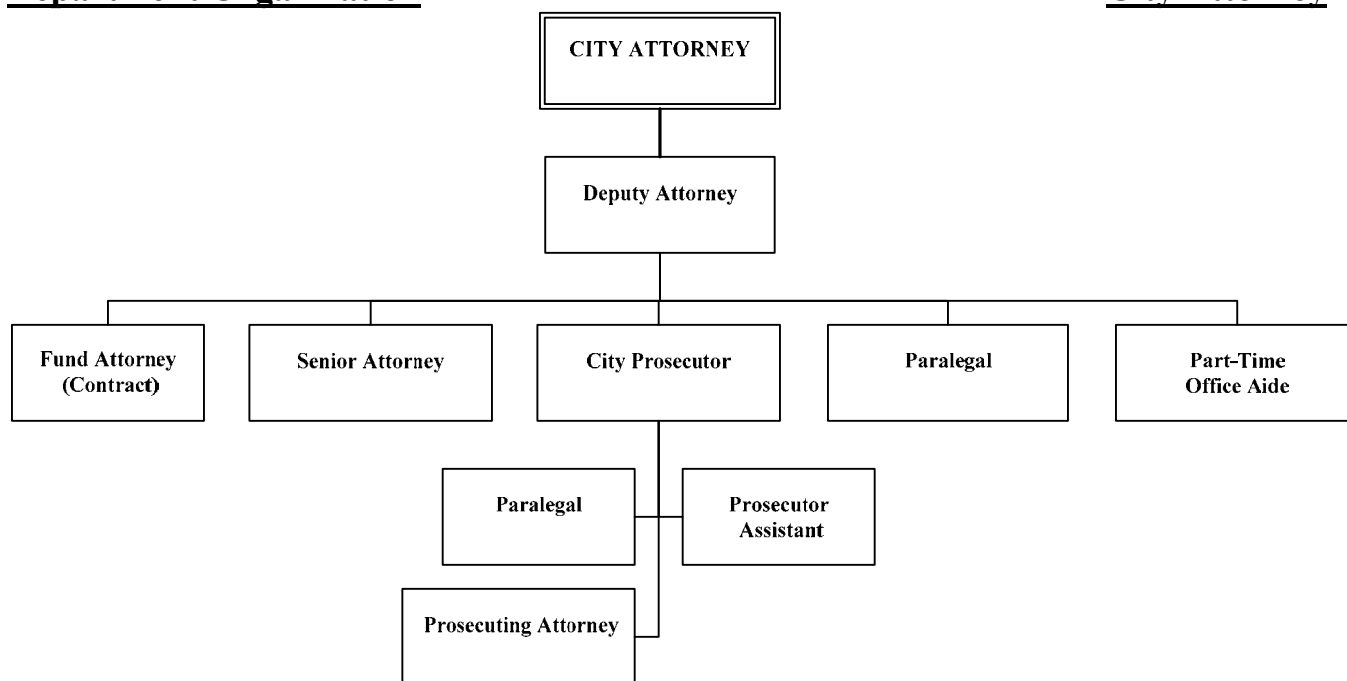


## **Department Organization**

## **City Attorney**



## **Department Description**

The City Attorney is the chief legal officer of the city and is responsible for the proper administration of its legal affairs. He, or his designated assistants, have the following functions and duties:

- (1) Prosecute all charges of violation of municipal ordinances and regulations in the courts or administrative tribunals and prosecute and defend, or supervise the prosecution and defense, of all actions and appeals involving the city in all courts and before all boards, commissions, and administrative agencies.
- (2) Attend all Council meetings, unless specifically excused therefrom.
- (3) Furnish legal advice, counsel, and assistance to the Mayor, Council, and all other city officers, boards, commissions, and agencies in relation to their duties and the business of the city.
- (4) Control and direct all legal services performed by special counsel for the city, who may be retained from time to time to assist the City Attorney in providing legal services for the city; provided, however, that the City Attorney shall not be responsible in any way for counsel who (a) has not been specifically retained by the City Attorney; (b) is not paid from funds controlled by the City Attorney; and (c) is not under the actual direction of the City Attorney's office.
- (5) Assume direction of assistants and the employees of the office, subject to the limitations and requirements of the budget, appropriations, and applicable statute and ordinances.
- (6) Prepare or review all proposed ordinances and resolutions presented to the Mayor or City Council.
- (7) Approve the form of all contracts entered into by the municipality.
- (8) Prepare the necessary affidavits and verification on behalf of the city in any and all proceedings.

## **Department Mission**

It is the objective of the City Attorney's office to serve Sandy City through the practice of law according to the highest professional standards.



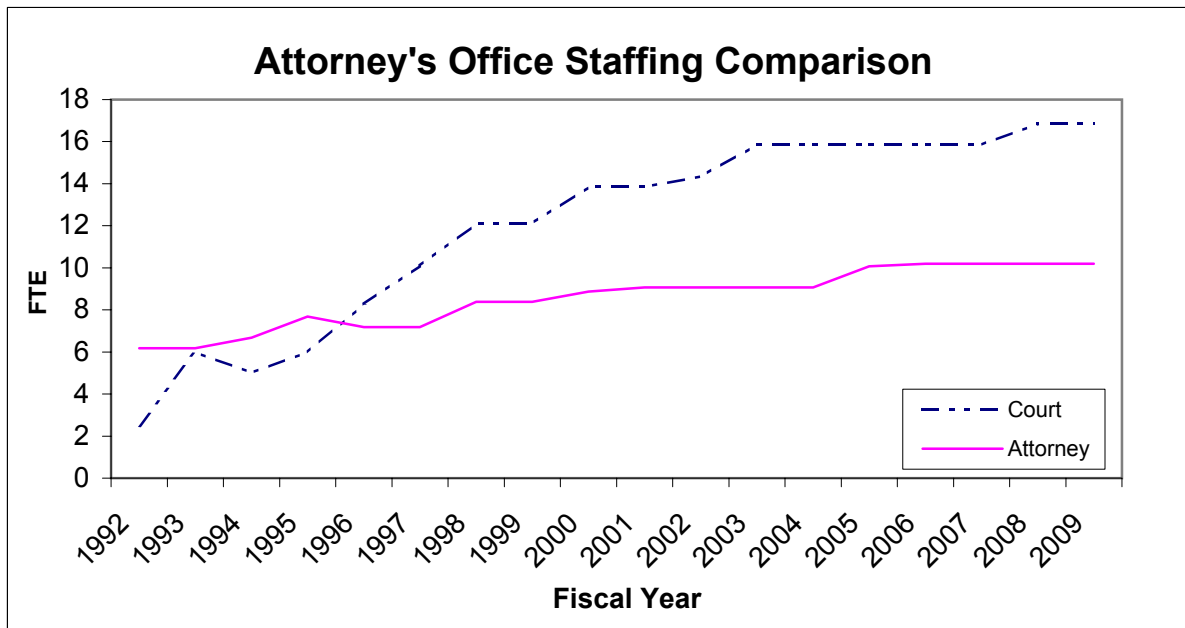
- Relocate the prosecution office to the justice center.
- Provide support for the new domestic violence court services grant.
- Increase emphasis on early risk avoidance.

**Five-year Accomplishments**

- Maintained rate of staff growth below court expansion levels.
- Streamlined information research and document retrieval.
- Retained a highly trained and efficient professional staff.
- Reduced reliance on outside prosecution services.

**Performance Measures & Analysis**

Expansion of justice court staff and programs increase demands on prosecution staff. Future court growth will require equivalent expansion of prosecution staff.

**Significant Budget Issues**

No significant budget issues.

**Budget Information****City Attorney**

<b>Department 14</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Actual</b>	<b>2008 Estimated</b>	<b>2009 Approved</b>
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 911,843	\$ 982,991	\$ 1,025,967	\$ 1,083,975	\$ 1,139,035
Administrative Charges					
31411 Redevelopment Agency	1,207	490	-	1,579	3,122
31412 Water	28,421	66,832	70,959	47,373	48,298
31413 Waste Collection	1,661	3,346	735	-	1,877
31415 Information Services	359	682	-	1,030	1,022
31416 Storm Water	1,550	12,005	12,916	17,974	17,897
31417 Alta Canyon Sports Center	543	1,166	706	1,201	681
31418 Golf	2,137	-	625	329	320
31419 Sandy Arts Guild	-	-	93	-	73
314110 Recreation	-	-	362	567	157
314111 Risk Management	-	-	19,442	20,144	12,744
<b>Total Financing Sources</b>	<b>\$ 947,721</b>	<b>\$ 1,067,512</b>	<b>\$ 1,131,805</b>	<b>\$ 1,174,172</b>	<b>\$ 1,225,226</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 619,518	\$ 727,734	\$ 783,656	\$ 806,424	\$ 830,979
411113 Vacation Accrual	-	1,672	1,677	2,683	4,856
411121 Seasonal Pay	33,321	19,394	12,840	22,984	23,444
411131 Overtime/Gap	103	-	89	-	-
411211 Variable Benefits	131,314	155,273	166,030	166,942	177,057
411213 Fixed Benefits	57,721	64,229	71,254	72,710	79,020
411214 Retiree Health Benefit	5,620	8,076	6,683	3,699	10,713
41131 Vehicle Allowance	9,673	9,697	10,685	10,668	11,148
41132 Mileage Reimbursement	237	359	510	800	800
41135 Phone Allowance	343	482	480	480	480
4121 Books, Sub. & Memberships	10,339	10,266	13,483	7,000	7,000
41231 Travel	8,874	5,771	7,704	2,500	2,500
41232 Meetings	2,045	2,602	2,680	900	900
41234 Education	1,387	1,776	-	1,000	1,000
41235 Training	1,869	2,450	962	1,000	1,000
412400 Office Supplies	6,957	7,742	7,468	4,900	4,900
412440 Computer Supplies	1,541	110	-	2,382	2,382
412511 Equipment O & M	-	-	620	688	688
412611 Telephone	4,194	3,208	4,208	6,238	6,354
41331 Litigation/Legal Services	3,985	1,285	14	6,601	6,601
41332 Prosecution Services	4,653	2,351	921	9,000	9,000
41379 Professional Services	2,922	4,255	660	4,000	4,000
414111 IS Charges	35,516	30,757	36,816	40,573	40,404
4174 Equipment	5,589	8,023	2,365	-	-
<b>Total Financing Uses</b>	<b>\$ 947,721</b>	<b>\$ 1,067,512</b>	<b>\$ 1,131,805</b>	<b>\$ 1,174,172</b>	<b>\$ 1,225,226</b>

# Budget Information (cont.)

# City Attorney

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2007	FY 2008	FY 2009
<b>Appointed - Category 1:</b>					
City Attorney	\$ 3,320.80	\$ 5,230.30	1.00	1.00	1.00
Deputy City Attorney*	\$ 2,913.60	\$ 4,588.90	1.00	1.00	1.00
<b>Appointed - Category 2:</b>					
City Prosecutor*	\$ 2,582.40	\$ 4,067.30	1.00	1.00	1.00
<b>Appointed - Category 3:</b>					
Contract Attorney	\$ 34.69	\$ 54.64	1.00	1.00	1.00
<b>Regular:</b>					
Senior Attorney	\$ 2,405.60	\$ 3,788.80	1.00	1.00	1.00
Assistant City Attorney / Prosecutor	\$ 2,086.40	\$ 3,286.10	1.00	1.00	1.00
Paralegal	\$ 1,345.60	\$ 2,119.30	2.00	2.00	2.00
Prosecutor Assistant	\$ 1,168.80	\$ 1,840.90	1.00	1.00	1.00
<b>Part-time:</b>					
Secretary	\$ 11.80	\$ 18.59	0.80	0.80	0.80
<b>Seasonal:</b>			0.40	0.40	0.40
Law Clerk	\$ 9.43	\$ 15.08			
Office Aid	\$ 7.25	\$ 11.60			
<b>Total FTEs</b>			10.20	10.20	10.20

\*Current incumbent has Regular Employee status. Upon attrition, new hire will have Appointed status.

